

## Work Order Procedures

Facilities Staff & Programs	Phone Number
Facilities Department	475-220-1630
Calls placed in lieu of submitting a formal Work Order <b>will not be processed.</b>	

The Facilities Department staff utilize SchoolDude as the software to track Work Orders for the Buildings around the District.

### How to Login

Login Name	Website: <a href="https://login.schooldude.com/">https://login.schooldude.com/</a>
<input type="text" value="Firstname.LastName"/>	Login Name: FirstName.LastName
Password	Product: Select-MaintenanceDirect
<input type="password" value="....."/>	
Product	If this is your first time logging in, reach out to the Facilities for assistance.
<input type="text" value="MaintenanceDirect"/>	

### Program Interface

The program is set up with a number of tabs on top for easy access. The elements of the MaintenanceDirect Home Page will vary for each user role, although the basic layout will be the same.

#### Homepage Banner



**Home** - takes you to the MaintenanceDirect Home Page

**Calendar** - Takes you to the Calendar Page where you can view outstanding or completed work orders by request date, target completion date, etc

**New Work Order** - where you can enter a new work order

**Reports** - takes you to a page with links where you can create paths

**Services** - this page outlines SchoolDudes services

**Account Setup** - Only available to *Administrators*

The **Search Bar** box under the Home tab can be used to find a specific work order or group of work orders. Enter a Work Order ID number to bring up that specific form or enter a keyword to bring up a list of work orders associated with that term.

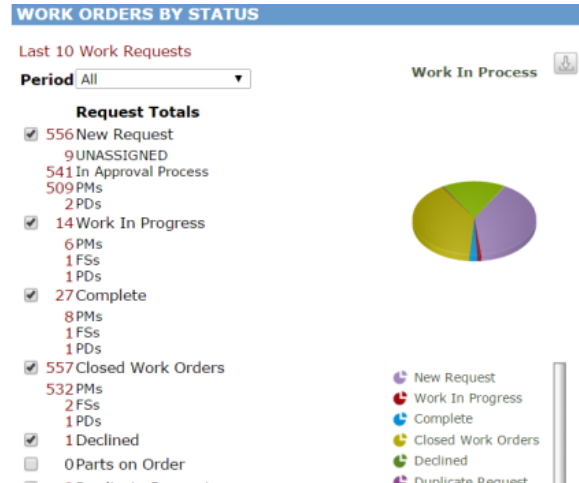
## Work Order by Status

The center section shows a breakdown of the statuses of all of the work orders in your account.

Use the **Period** drop down to narrow the time frame of the requests. The counts are based on the last status change date of the work order.

Click on the check boxes next to options under **Request**

**Totals** to manipulate the data to show what you would like to view.



## Entering a New Work Order ([Video Available](#))

[Available](#)

Along the Homepage Banner select “New Work Order” which will bring you to a new page.

\*Note: Fields that are marked with a red checkmark (☑) are required fields.

☑ **Status** - New Request

☑ **Priority** - Select the appropriate priority from the drop down box

☑ **Location** - Identify where the work needs to be done, select School Name from the drop down box.

**Request Date** - Autopopulates to *today's* date.

**Area Number** - Enter information for a specific location, such as room name or room number.

☑ **Request Description** - Enter the complete description in the open text box, be as specific as possible. Note: Do not combine Craft Types into one order, they should be separated.

(Ex. Cafeteria Door and Windows need replacing, as well as ceiling tiles near entrance - should all be separate *Craft Types*.)

☑ **Craft** - This is where the work order type is being requested. Use this box to determine the # of work orders needed for an area.

**Be sure to SAVE the order when complete to ensure its submitted**

When completed, a Work Order ID number will be assigned to the request for reference and monitoring, until work is completed.